

COUNCILLORS' INFORMATION BULLETIN

Tuesday, 7 February 2023

Bulletin No: IB/1168

INFORMATION ITEM	Pages
<p>1 Delegated Planning Decisions</p> <p>Delegated planning decisions for the week beginning 30 January 2023 are attached. Contact for enquiries: Jean McPherson, Group Manager (Development Management) on jean.mcpherson@crawley.gov.uk.</p>	7 - 8
<p>2 Temporary Traffic Regulation Orders</p> <p>The following documents are attached in relation to Temporary Traffic Regulation Orders:</p> <ul style="list-style-type: none"> • List of Temporary Traffic Regulation Orders. • Maidenbower Lane, Maidenbower (Appendix A). • Radford Road, Pound Hill (Appendix B). 	9 - 14
<p>3 Action Taken Under Delegated Authority: Irrecoverable Debts 2022/23 (Under £50,000)</p> <p>On 1 February 2023 Councillor Jones, as Leader of the Council, exercised their delegated authority to approve the write-off of debts between £2,500 and £50,000 as set out in report FIN/611 which was published on 24 January 2023 in Councillors' Information Bulletin IB/1166.</p>	
<p>4 Action Taken Under Delegated Authority: Calculation of the Non-Domestic Rates Income for the Year 2023/2024</p> <p>On 3 February 2023 Councillor Jones, Leader of the Council, exercised their delegated authority to approve the Non-Domestic Rates Income for 2023/24 as set out in report FIN/605 which was published on 24 January 2023 in Councillors' Information Bulletin IB/1166.</p>	



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5 **Action Taken Under Delegated Authority (Significant Operational Decision): Housing Revenue Account Lifeline Telecare Fees and Charges 2023-24**

It was proposed to increase the Lifeline charges by 10% for the financial year 2023/24. This is 5% above the Council wide price increase for fees and charges which has been agreed at 5%.

This price increase is in line with current inflation figures and would bring the cost of the lifeline unit and pendant to £4.40 per week (40p per week increase). This increase would continue to ensure the service is competitively priced against our main competitors.

All customers will be switched to a new Digital Lifeline in the next two years. This will involve capital expenditure of 120,000 pounds over the next two financial years. In order to make the project viable, the aim is to reach a target fee for the Lifeline of £4.75 per week by 2025/2026.

Due to the current volatility of inflation rates, we are unable to predict future inflation levels. However, it is recognised that inflation levels may reduce in subsequent years. This will mean the target income of £4.75 by 2025/2026 will easily be achieved with lower % price increases in subsequent years.

Therefore, on 7 December 2022, the Head of Crawley Homes in full consultation with the Cabinet Member for Housing approved the above price increase.

6 **Action Taken Under Delegated Authority (Significant Operational Decision): Changes to Hackney Carriage and Private Hire Licensing Policy**

15 - 22

On 6 February 2023 the Deputy Chief Executive (in the absence of the Head of Community Services) approved the following changes to the Hackney Carriage and Private Hire Licensing Policy. Councillors Jhans (as Cabinet Member for Environmental Services and Sustainability) and Councillor Irvine (as Chair of the Licensing Committee) were consulted on these changes, and gave their support.

The changes focus on facilitating understanding of the Policy, matters to do with the “fit and proper,” requirement and public safety and making it more robust.

Section 3.6 Medical Examination will be amended as follows to improve clarity of the requirement and process:

- 3.6.1 All applicants are required to meet the DVLA Group 2 Medical Standard or equivalent. This will require the applicant to undergo a full medical examination by their own GP at their own cost. The Group 2 Medical Assessment and form must only be carried out and completed by applicants own GP. Third Party agents or private suppliers of this service are not permitted. However, the Council as Licensing Authority may direct an applicants case to an alternative provider if their own surgery is unable to provide a Group II Medical Assessment and/or to the Councils Authorized Medical Practitioner if it considers appropriate to do so as part of the “fit and proper”

test.

Page 63, Point 8 (Procedures), will be amended as follows to improve clarity of the requirement and process:

- 8. A medical must be carried out on the Council's prescribed form by your own GP. The medical test will be carried out to PSV Group 2 specification. This medical must be completed to the satisfaction of the Council BEFORE a license is issued. The Council will only accept a medical certificate produced on the Council's prescribed form. No other form of certificate will be accepted. The Medical Form will be provided when you submit your application. A medical is required every 3 years until you reach the age of 60 and then annually. . The Group 2 Medical Assessment and form must only be carried out and completed by applicants own GP. Third Party agents or private suppliers of this service are not permitted. However, the Council as Licensing Authority may direct an applicants case to an alternative provider if their own surgery is unable to provide a Group II Medical Assessment and/or to the Councils Authorized Medical Practitioner if it considers appropriate to do so as part of the "fit and proper" test.
- Page 66 – Point 44 (b) Group II Medical - Minor revisions have been made to the wording of Penalty Points categories to make it easier to understand and to reflect changes agreed at the meeting of the Licensing Committee held in November 2022, plus other operational and regulatory requirements aimed at raising standards. This also includes amendments to the number of Penalty Points applied per breach as appropriate to reflect the seriousness of such. These are set out in the attached document entitled Appendix O Penalty Points.

A new paragraph has been added to the Policy providing clarity as to what modifications to a licensed vehicle require prior approval, or are prohibited. This paragraph reads as follows:

- "Changes to Vehicle
Other than where required to comply with licence conditions and/or legal requirements, the Council does not allow the external and/or internal appearance of a licensed vehicle to change for any purpose, nor any form of cosmetic or mechanical modification (excluding the use of seat covers.) This includes the following, but this is not an exhaustive list:
 - Tinted windows where these are not added at the time manufacture.
 - Modifications to the vehicle number plate, chassis or Vehicle Identification Number
 - Changes to a vehicles engine (other than by way of formal application and consent by the Licensing Authority)
 - Use of mileage modification devices, changes to the odometer or measures put in place which do not show the actual current and accurate mileage undertaken by a vehicle.
 - Changes to make the level of noise omitted from an engine or exhaust to increase the sound level.
 - Changes to suspension or engine capability other than what was in place at the time of manufacture

- Additions to a vehicle after manufacture such as spoilers, changes to lights and/or number plate lettering and numbers.
-

7 **'We are in the Decisive Decade': How You Can Make a Difference on Climate Now!**

The Crawley Borough Council **Climate & Nature Emergency Action Plan** principles tells us:

'Human activity is disrupting our climate and people across the world are suffering the impacts of global heating now.'

It is the most important issue affecting us all and the Action Plan recognises this, having been formally **adopted by the Council**. However, it might feel a little distant when we are dealing with day-to-day issues such as the cost of living crisis, homelessness, the NHS and council services. However, **we need to act urgently** because the impacts of global heating will hit us and overwhelm these issues sooner than many may think.

We are starting a regular brief information slot on the Councillor's Bulletin on this crucial topic.

You can get an idea of who has been seriously affected over the year of the UK presidency of the United Nations summit on climate (COP26 from Nov 2021) in this **four minute video**:

<https://www.youtube.com/watch?v=EMp0x43Or4c>

A brief and accessible **summary** of our Action Plan and how you can help is on our Intranet, here:

[Climate Emergency | Papyrs](#) (please note this is a link to the Council's intranet so is not available to the public).

This should help you in conversations with Council teams on progress on the Action Plan.

More Action Plan explanations are here, especially pages 5-8.

[Climate Emergency Action Plan principles.pdf \(crawley.gov.uk\)](#)

The Sustainability Team welcomes questions and ideas on the Plan. Email us at climate@crawley.gov.uk or arrange a Teams chat.

8 **New Town Hall: Access Passes and Photos**

23 - 24

As part of the transition to the New Town Hall, all Councillors are required to get a new photo ID.

For those Councillors who have not already received their pass prior to the Committees held this Monday and Tuesday there will be a further opportunity to book a daytime slot for your new photo the week commencing 13 February. To book a daytime slot for that week please use the link which is contained in the attached document which is available for Councillors only.

Please note that, although your photo may have already been taken, the new ID passes won't be issued until your Group meeting on Monday 20 February 2023.

Councillors will start working from the new Town Hall on 21 February with the Full Council meeting being held on 22 February 2023.

9	West Sussex Electric Vehicle Chargepoint Network: Progress and Webinar Invitation	25 - 26
	Information is attached for Councillors only.	
10	Staff Changes: January 2023	27 - 28
	Staff changes for January 2023 are attached for Councillors only.	
11	Press Releases	
	Press releases are available at www.crawley.gov.uk/news	

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CRAWLEY BOROUGH COUNCIL

DELEGATED PLANNING DECISIONS

The following decisions were issued, subject to conditions, under delegated powers for the period 30/01/2023 and 03/02/2023

Application Number	Location	Proposal	Date of Decision	Decision
CR/2021/0800/NM1	58 ST CATHERINES ROAD, POUND HILL, CRAWLEY	Non material amendment of approved application CR/2021/0800/FUL for external material and fenestration amendments to the single-storey ground floor extension garden elevations (facing into the garden of no. 58 St. Catherines Road) only comprising external material amended from facing brickwork (matching existing house) to grey render and fenestration design with a vertical emphasis amended to dark grey frames with a horizontal emphasis, similar to the existing house window	1 February 2023	PERMIT
365CR/2022/0146/FUL	89 ST MARYS DRIVE, POUND HILL, CRAWLEY	Hip to gable roof extension with loft conversion and rear dormer. Erection of front porch and associated works	1 February 2023	REFUSE
365CR/2022/0287/FUL	55 MILTON MOUNT AVENUE, POUND HILL, CRAWLEY	Erection of single storey rear extension, first floor side extension and single storey front extension (amended description)	2 February 2023	PERMIT
365CR/2022/0439/FUL	171 IFIELD DRIVE, IFIELD, CRAWLEY	Construction of dropped kerb and hardstanding to provide parking	31 January 2023	PERMIT
365CR/2022/0634/192	4 CRANBORNE WALK, FURNACE GREEN, CRAWLEY	Certificate of lawfulness for proposed loft conversion, including rear dormer and velux windows to the front	3 February 2023	PERMIT
365CR/2022/0698/ADV	EVRI, CRAWLEY BUSINESS QUARTER, MANOR ROYAL, NORTHGATE, CRAWLEY	Retrospective advertisement consent for new external signage comprising four non-illuminated fascia signs and two post signs	1 February 2023	CONSENT

Application Number	Location	Proposal	Date of Decision	Decision
365CR/2022/0750/CND	HIGHFIELD HOUSE, TOWN MEAD, WEST GREEN, CRAWLEY	Prior approval for the erection of two additional storeys on top of the existing block of flats (numbers 3-6 and 9-16, 16a, 16b, 16c, 16d Highfield House) to create 8 additional flats	2 February 2023	PRIOR APPROVAL REFUSED
365CR/2023/0011/TEL	VERGE ADJ TO BEWBUSH DRIVE O/S BEWBUSH MEDICAL SURGERY, BEWBUSH, CRAWLEY	Notification under regulation 5 for the removal and replacement of an existing cabinet, addition of a GPS node and associated equipment works	1 February 2023	NO OBJECTION

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List of Temporary Traffic Regulation Orders

The following documents are attached in relation to Temporary Traffic Regulation Orders:

- Maidenbower Lane, Maidenbower (Appendix A).
- Radford Road, Pound Hill (Appendix B).

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Please be advised that West Sussex County Council has received a request for Temporary Traffic Regulation as follows:

Road Name	Maidenbower Lane	
Village/Town/Parish	Crawley,	
Specific Location	Maidenbower Lane, Crawley	
Reason for TTRO	Road Closure from Maidenbower Drive to the end of Maidenbower Lane for urgent essential safety works	
Proposed Start Date / Time	Date: 4th March 2023	Time: 09:30
Proposed End Date / Time	Date: 4th March 2023	Time: 15:00
The restriction will be effective	Day-time only from (time) 09:30 to (time) 15:00	
Access arrangements	Access maintained for emergency services, residents and pedestrians	
Applicant name	Balfour Beatty	
Applicant contact tel number	01243 642105	
Any other details	For more information about this proposed TTRO please visit: https://one.network/?tm=132735276	

The application is currently being processed and you will be advised further when details are confirmed.

Yours faithfully,

West Sussex County Council

Streetworks Team

[Report a problem with a road or pavement](#) or [raise a highways related enquiry](#)

Follow us at [@WSHighways](#)

Email: ttro@westsussex.gov.uk

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PUBLIC NOTICE

WEST SUSSEX COUNTY COUNCIL TEMPORARY ROAD CLOSURE

RADFORD ROAD, CRAWLEY

NOTICE IS hereby given that in pursuance of the provisions of Section 14(2) of the Road Traffic Regulation Act, 1984, as amended, the use of **RADFORD ROAD, CRAWLEY** from junction with **STEERS LANE TO BALCOMBE ROAD** is temporarily prohibited from **02/02/23**

The restriction will be in place 24hrs.

This emergency closure is necessary to allow **SGN - Gas Escape in progress. Gas board trying to restore gas to a number of properties which are without service in inclement weather.**

It is anticipated the works will be completed by **10/02/23**

Emergency vehicle, Residential and Pedestrian access will be maintained at all times

The alternative route for traffic will be signed on site

This notice will be effective for a maximum of 21 days from the date given above

Any queries about the effect of the closure on traffic using the highway please contact the West Sussex Contact Centre on 01243 642105

Any queries about the nature of works please contact **SGN - 02394 281 202**

Dated **06 February 2023**

Matt Davey
Assistant Director of Highways, Transport and Planning

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Appendix O

Penalty Points Scheme

Issue of Penalty Points

1. Concerns or complaints concerning alleged breaches of conduct, conditions of licence or policy will be subject to investigation by a Licensing Officer who may then issue Penalty Points.
2. Where a licence holder accumulates 12 or more penalty points in any 12 month period, the matter will be referred to the Team Leader for Health Safety and Licensing for consideration by the Head of Service who may then refuse to renew a licence, revoke or suspend a licence, or issue a warning to the licence holder. Each case will be considered on its merits and action will vary, depending on the circumstances.
3. Points issued to either the proprietor of a vehicle, a driver or operator will usually be confirmed in writing within 10 working days from the discovery of the contravention.
4. The system will operate without prejudice to the Crawley Borough Council's Authority's ability to take other action that it is entitled to take under legislation, byelaws and regulations.
5. Any licence holder issued with penalty points may request the decision be reviewed. Any request for a review must be in writing and sent to the Team Leader, Health Safety and Licensing within 21 days from the date the points were issued. The request may either be posted/delivered to the Town Hall or sent by email to taxis@crawley.gov.uk.
6. Any request for a review will be determined by the Team Leader for Health, Safety and Licensing or another officer of the same or greater seniority. The review officer will either decide to accept the review (in which case the penalty points will no longer be on the licence holder's record) or a decision to uphold the original decision to impose penalty points, in which case they have full discretion to issue fewer or greater than the original number of points issued.
7. If a decision is made to issue points to a licence holder rather than prosecute for a matter which is also a criminal offence e.g., bald tyres; no badge etc., the licence holder will not normally also be prosecuted by the Council. Such matters will be looked at on a case-by-case basis and does not preclude the Council from deciding to take other action where it considers necessary for the protection of the public.

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8. Where the licence holder's conduct is sufficiently serious and has referred to the Head of Service for consideration as to whether there is cause to suspend or revoke their licence, the Head of Service has full discretion to impose penalty points instead of or in addition to any other sanction.
9. The list below is not exhaustive. The Council may decide to issue Penalty Points in a range of other circumstances not included below and each case will be considered on its merits.

	Offence/Breach of Condition	Maximum Points	Driver	Proprietor or Operator
1	Providing misleading information on licence application form / failing to provide relevant information or the relevant fee at the time of application or during the currency of a licence.	6	✓	✓
2	Failure to notify, in writing, the Authority of change of address within 48 hours.	3	✓	✓
3	Refusal to accept hiring without reasonable cause e.g. drunk or rude customer (Hackney Carriages only).	6	✓	
4	Unreasonable prolongation of journeys or any misconduct regarding the charging of fares.	6	✓	
5	Plying for hire by private hire drivers.	9	✓	✓
6	Failure to have current vehicle excise licence.	4		✓
7	Driving or operating an unlicensed vehicle for carrying passengers for hire or reward or vehicle without insurance.	12	✓	✓
8	Failure to produce relevant documents within timescale, when requested by a Licensing Officer/Police Officer.	4	✓	✓
9	Failure to maintain vehicle in a satisfactory condition – including interior or exterior.	4	✓	✓

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10	Failure to provide proof of insurance cover when requested by a Licensing Officer/Police Officer.	6	✓	
11	Failure to produce hackney carriage or private hire vehicle for testing when required.	5		✓

12	Using a vehicle whilst subject to a suspension, issued by a Licensing Officer or Police Officer.	12	✓	✓
13	Driving or operating a vehicle for reward or gain for which the licence has been revoked.	12	✓	✓
14	Failure to report an accident at the earliest reasonable opportunity or damage to a licensed vehicle, which may affect the comfort or convenience of passengers.	4	✓	✓
15	Carrying more passengers than stated on the vehicle licence.	12	✓	
16	Failure to display external/internal licence plate as required.	4		✓
17	Carrying any article which would reasonably be considered an offensive weapon in the vehicle.	12	✓	
18	Failure to notify transfer of private hire or hackney carriage vehicle licence.	4		✓
19	Failure to carry a valid fire extinguisher.	4		✓
20	Failure to apply for prior approval for advertising signage on the outside of the vehicle.	4		✓
21	Displaying unsuitable or inappropriately sited signs or advertisements in or on the vehicle.	3		✓
22	Failure to use authorised roof sign.	4	✓	
23	Displaying unauthorised written or other material on any window.	4	✓	✓

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24	Failure to comply with a requirement, provide information or assistance to a Licensing Officer/Police Officer.	6	✓	✓
25	Using a non-approved or properly uncalibrated taximeter.	6	✓	✓
26	Obstruction of Licensing Officer/Police Officer wishing to examine a licensed vehicle.	12	✓	✓
27.	Obstruction of Licensing Officer/Police Officer in the carrying out of their role or investigation	12	✓	✓
27	Evidence of food or drink in vehicle.*	3	✓	✓
28	Displaying any feature on a private hire vehicle that may suggest that it is a hackney carriage vehicle taxi.	6		✓
29	Failure to carry an assistance dog without requisite medical exemption.	12	✓	✓
30	Failure to wear driver's badge and display it in a manner so that it can be clearly seen by the public, a Licensing Officer/Police Officer.	4	✓	
31	Failure to immediately notify, in writing, a change in medical circumstances.	6	✓	✓
32	Unsatisfactory appearance of driver in as specified in the Code of Conduct.	3	✓	
33	Failure to observe rank discipline as specified in the Code of Conduct (hackney carriage only).	4	✓	
34	Failure to maintain proper records of private hire vehicle and associated booking records.	6		✓
35	Failure to keep or produce booking records of private hire bookings or other documents required to be kept or produced.	6		✓
36	Failure to issue written receipt on request of a passenger.	3	✓	

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37	Unsatisfactory behaviour or conduct of driver as defined in the Code of Conduct.	4	✓	
38	Failure to notify the Authority, in writing, of any motoring or criminal convictions within 48 hours of said conviction, cautions or formal warnings during period of current licence. This includes any arrest, charge or Warning Notice issued by Sussex Police or other Authority	6	✓	✓
39	Failure to behave in a civil and orderly manner towards an Officer of Crawley Borough Council.	4	✓	✓
40	Failure to give assistance with loading/unloading luggage to or from any building or place.	3	✓	✓
41	Failure to display table of fares. (Hackney Carriage)	4	✓	✓
42	Failure to carry legal spare wheel or authorised suitable alternative and tools.	4	✓	✓
43.	Carrying out bookings for the purposes of hire and reward using a spare space saver wheel or other temporary fix to wheels	6	✓	✓
43	Failure to attend punctually at appointed time and place without sufficient cause.	4	✓	✓
44	Using a licensed vehicle with bald tyre(s). 4 Points will be awarded for each tyre.	4	✓	✓
45	Operating a licensed vehicle where the Certificate of Compliance has expired.	10		✓
46	Failure to display a current licence plate. (Internal and/or external)	4		✓
47	Waiting or stopping on a double yellow line area, bus stop or private land (without the owner's permission) and double parking unless requested by a paying customer present in the	3	✓	

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	vehicle.			
48.	Failure to deploy ramps to allow for the safe access and exit of wheelchairs from a Wheelchair accessible vehicle.	4	✓	✓
49.	Failure to correctly and safely secure a wheelchair prior to the commencement of a journey, and ensure the safety and comfort of the passenger.	12	✓	
50.	Other than in an emergency, carrying out a conversation or operating a hands free device when driving a licensed vehicle	6	✓	
51.	Removal of any form of livery designed to be permanent. (Door Signs, Internal/External Licence Plate)	12	✓	✓
52.	Smoking in a smoke-free place is prohibited under the Health Act 2006. In this context a 'smokefree place' will include a hackney carriage vehicle, private hire vehicle as well as a private hire operators premises which is open to the public. In the context of the Health Act 2006, smoking relates to the smoking of cigarettes and other tobacco products, this includes e-cigarettes and vaping products,	6	✓	✓

Ticks indicate potential recipients of penalty points for infringements.

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Certain infringements may result in drivers, proprietors or operators receiving penalty points. Points may be awarded to one or several persons depending upon the nature of the infringement, however each case must be determined on its own merits. The list above is not exhaustive and may be subject to change without prior notification.

Certain matters are specific to hackney carriages, private hire drivers or private hire operators.

Decisions taken above will be made with regard to the Council's Enforcement Policy at all times.

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